



**APPRENTICESHIP PROGRAM STANDARDS**  
adopted by

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS**  
**APPRENTICESHIP COMMITTEE**

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-315]

**CARPET, LINOLEUM & SOFT TILE LAYER**

**47-2041.00**

**8000 HOURS**



**APPROVED BY**

**Washington State Apprenticeship and Training Council**

**REGISTERED WITH**

**Apprenticeship Section of Fraud Prevention and Labor Standards**

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

**APPROVAL:**

N/A

Provisional Registration

JANUARY 18, 2018

Standards Last Amended

JANUARY 31, 1964

Permanent Registration

By: DAVE D'HONDT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

# WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS APPRENTICESHIP COMMITTEE

## INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

Sponsor Introductory Statement (Required):

**The following Standards of apprenticeship, Western Washington Carpet, Linoleum & Soft Tile Layers with supplements pertaining to the necessary work experience of the trade and**

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**a progressive wage scale will, when approved by and registered with the Registration Agency, govern the training of apprentices in this industry. These Standards were developed by the Northwest Floor Covering Association and the Carpet, Linoleum & Soft Tile Layers Local Union No. 1238, in cooperation with the Seattle Independent Carpet & Linoleum Layers and Industrial Conference Board of Tacoma.**

**I. GEOGRAPHIC AREA COVERED:**

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-303(4)(g).

**The area covered by these Standards shall be all of Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pierce, San Juan, Skagit, Snohomish, Thurston, and Whatcom Counties with headquarters in Seattle, Washington.**

**II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-316(17)].

- Age: **Minimum eighteen (18) years of age.**
- Education: **High school or GED equivalent.**
- Physical: **Must be able to perform the work of the trade.**
- Testing: **N/A**
- Other: **Must have a valid Washington State driver license.**

**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence

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of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council.

A. Selection Procedures:

1. **All applicants for the Apprenticeship shall apply at the office of the Coordinator of the Apprenticeship Committee. Applications will be available each Tuesday and Thursday from 10:00 AM till 3:00 PM. Upon showing proof of a High School Diploma, GED or equivalent and a valid driver's license and proof of Auto insurability, applicants will be placed in a pool of eligible candidates. To remain on this list, applicants must contact the training office on/or before the 1st business day of every month. They may contact the training office by writing, faxing, calling, emailing or appearing in person at the training office to sign in each month.**

**Western Washington Carpet, Linoleum & Soft Tile Layers Apprenticeship  
Committee  
6770 East Marginal Way South, Building E, Suite 102  
Seattle, WA 98108  
p 206-762-8332 x1000 f206-762-6433**

2. **Applicants who do not contact the apprenticeship office on/or by the 1st business day of every month will be removed from the "Eligible Applicant List".**
3. **Applicants will be registered from the "Eligible Applicant List" on a "first in first out" basis. Applicants must respond to a call to work within 48 hours. Unavailable applicants will be placed at the bottom of the list.**
4. **The apprenticeship office shall maintain a record of all applicants, the current status of all applicants pending and the final disposition of all applicants.**
5. **Prior to employment, all Applicants must successfully complete a "Strength, Math and Agility Assessment".**
6. **EXCEPTIONS:**
  - a. **(Direct Entry) Individuals relocated from another registered Floor Covering apprenticeship program or graduates of "Floor Coverings Training Classes" at Job Corps may receive direct entry into apprenticeship registration provided jobs are available and they meet the minimum requirements.**

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- b. (Direct Entry) The JATC may pierce the Eligible Applicant List to satisfy women and minority affirmative action apprentice utilization requirements mandated by government agencies. The JATC shall follow any WSATC prescribed selection method(s).**
- c. (Direct Entry) US Military Veterans with documented proof of veteran status and who meet the minimum qualifications of these standards may be given direct entry into this program providing that work is available with an approved training agent.**
- d. (Direct Entry) An employee of a non-signatory employer, not qualifying as a journey-level worker, upon the employer becoming signatory, shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate step/percentage of apprenticeship based on education, previous work experience and related training. This is a method of direct entry into the apprenticeship program, whereby all other minimum qualifications are waived.**

**For such applicants to be considered they must:**

- (1) Complete an application form.**
  - (2) Provide an official transcript for high school or post high school education.**
  - (3) Must have a valid Driver's License**
  - (4) Must show proof of active auto insurance.**
  - (5) Verified Documentation to substantiate previous employment and experience.**
  - (6) Provide official documentation to show that the applicant was an employee performing Floor Coverings work prior to the employer becoming signatory.**
- e. (Direct Entry) An individual who signs an authorization card during an organizing effort, wherein fifty percent (50%) or more of the employees have signed, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey-level worker, shall be evaluated by the JATC using consistent standard, non-discriminatory means, and registered at the appropriate step/percentage of apprenticeship based on education, previous work experience and related training. This is a method of direct entry into the apprenticeship program, whereby all other minimum qualifications are waived.**

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For such applicants to be considered they must:

- (1) Complete an application form.
  - (2) Provide an official transcript for high school or post high school education.
  - (3) Must have a valid Driver's License
  - (4) Must show proof of active auto insurance.
  - (5) The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.
  - (6) Provide official documentation to show that the applicant was an employee performing Floor Covering work prior to signing the authorization card.
- f. (Direct Entry) Registered Native Americans who have secured work under TERO or equivalent tribal regulations and/or tribal contract requirements, may receive direct entry into Apprenticeship provided:
- (1) The Employer is an Approved Training Agent of these Standards.
  - (2) The Applicant has met the Minimum Qualifications.
- g. (Direct Entry) An employee who has secured work under a local government Housing Authority, may receive direct entry into Apprenticeship provided:
- (1) The Employer is an Approved Training Agent of these Standards
  - (2) The Applicant has met all of the Minimum Qualifications
- h. (Direct Entry) Graduates of WSATC recognized Apprenticeship Preparation Programs may receive direct entry into apprenticeship registration provided jobs are available and they meet the minimum requirements.
- i. (Direct Entry) Pre Apprentices or Utility Workers who have been working for a Training Agent for a minimum of six (6) months as a pre-apprentice may receive Direct Entry into the Apprenticeship Program. Upon request of the Training Agent, the Committee reserves the right to make exceptions to the Selection Procedure in considering applicants having Pre Apprentice or Utility Worker experience. However, no Pre-

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**Apprentice or Utility Worker will be allowed direct entry with less than two hundred (200) hours working experience.**

- j. (Direct Entry) The JATC may enter a floor layer into apprenticeship registration at the request of an employer signatory to a DC#5 Floor Layer CBA who meets the minimum qualifications but does not have journey level skills. The employee shall be evaluated by the JATC, using consistent standard, non-discriminatory means, and registered at the appropriate step/percentage of apprenticeship based on education, previous work experience and related training. Only individuals who were hired and are currently employed as employer recognized "journey" workers, and who upon referral and evaluation match skills of a third bracket or higher apprentice, may receive direct entry under this section.**

**B. Equal Employment Opportunity Plan:**

**The sponsor shall do the following to help meet equal employment opportunity obligations and affirmative action goals:**

- 1. Cooperate with school boards, community colleges and/or vocational schools to develop programs which prepare students for entrance into apprenticeship.**
- 2. Disseminate information within shops concerning equal employment opportunity and apprenticeship openings. Expand contractor networking process to assess contractors needs and encourage maximum apprentice utilization.**
- 3. Encourage the use of pre-apprenticeship training and give equal opportunity for admission into the program to pre-apprenticeship program graduates. Participate in minority and women's pre-apprenticeship program sessions, including those conducted by ANEW and Job Corps.**
- 4. Attend job fairs and career fairs for outreach and positive recruitment, and to distribute information about the nature of the Floor Coverings apprenticeship program, minimum admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**
- 5. Conduct a sustained one-on-one outreach and positive recruitment effort for minority and female candidates. Log and followup with all minority and female candidates expressing interest in the program. Conduct one on one interviews, provide encouragement for apprentice candidate placement & waitlist sign ups, and facilitate entry of minority and women candidates into the program.**

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- 6. Utilize minority and female apprentices and journey-level workers as recruiters and lay support through the IUPAT District Council 5 Women in the Trades Committee(s).**
- 7. Monitor and report to the JATC and Apprenticeship Trust on a quarterly basis women and minority participation numerical information in comparison with compared to goals and timetables (as adopted with technical assistance from the Department).**

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the supervisor of apprenticeship (WAC 296-05-443).

**IV. TERM OF APPRENTICESHIP:**

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-315].

**The term of apprenticeship shall be 8000 hours of reasonably continuous employment. A minimum of 1500 hours of work per year may be considered as reasonably continuous employment.**

**V. INITIAL PROBATIONARY PERIOD:**

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-316(22)]:

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.



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- B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

**All apprentices employed in accordance with these Standards shall be subject to a probationary period of the first 1000 hours of employment.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS**

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-316(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:
  - 1. **Residential will apply to any installation, replacement, or service in a single-family residence. The ratio shall therefore apply to the job site.**  
**1 journey-level worker steadily employed - 1 apprentice may be hired.**
  - 2. **Commercial will apply to any floor covering in a Commercial building. The ratio shall therefore apply to the jobsite.**  
**1 journey-level worker steadily employed - 1 apprentice may be hired.**

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**VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

- A. Apprentices must be paid at least Washington’s minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

**C. Carpet, Linoleum, and Soft Tile Layer:**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 - 1000 hours</b>	<b>50%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>60%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>70%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>75%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>80%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>85%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>90%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>95%</b>

**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

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<b>A. <u>Carpet, Linoleum &amp; Soft Tile Layers:</u></b>	<b><u>Hours</u></b>
<b>1. Floor coverings</b>	
<b>a. Sheet goods .....</b>	<b>2100</b>
(1) Vinyl, cushion vinyl, roto grave, solid vinyls	
(2) Sheet rubber flooring	
(3) Linoleum	
(4) Safety Flooring	
(5) Inlaid	
(6) Application and installations	
(7) Preparation of existing sub-surfaces	
(8) Measuring, cutting, fitting and layout of materials	
(9) Flatlay, cove work	
(10) Metals and trim	
(11) Special tools	
(12) Proper application and selection of adhesives	
(13) Underlayment, Treatments	
(14) Pattern matching	
<b>b. Tile.....</b>	<b>2000</b>
(1) Vinyl composition tile	
(2) Solid vinyl tile	
(3) Radial tile	
(4) Rubber tile	
(5) Asphalt tile	
(6) Linoleum Tile	
(7) Cork tile	
(8) Wall tile non-ceramic	
(9) Stair treads (vinyl and rubber)	
(10) Applications and installation	
(11) Prep work, layout, cutting and fitting	
(12) Rubber and vinyl base	
<b>c. Carpets .....</b>	<b>2000</b>
(1) Carpet tiles	
(2) Rolled goods	
(3) Glue down (proper adhesives and seam treatments)	
(4) Power stretching	
(5) Tackless, special tools and trims	
(6) Circular stairs, dog leg, straight, floating, capping	
(7) Hand sewn seams, glued tape seams, hot melt seams methods	
(8) Binding	

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2.	Countertops: .....	500
	a. Plastic laminate (safety with adhesives)	
	b. Linoleum	
	c. Vinyl sheet goods	
	d. Rubber sheet goods	
	e. Metals and trims	
	f. Applications and installations	
	g. Cutting, fitting, layout	
3.	Wallcoverings .....	300
	a. Vinyl	
	b. VCT tile	
	c. Linoleum	
	d. Carpet	
	e. Rubber wall coverings	
	f. Acoustic Coverings	
	g. Plastic laminate and wallboard (Marlite type)	
4.	Hardwood Flooring.....	1000
	a. Glue down Hardwood Flooring	
	b. Floating Hardwood Flooring	
	c. Laminate Flooring	
5.	Window Coverings.....	100
<b>TOTALS</b>		<b>8000</b>

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

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If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

A. The methods of related/supplemental training must be indicated below (check those that apply):

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Training Trust**

B. **144** Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

Twelve-month period from date of registration.\*

Defined twelve-month school year: (insert month) through (insert month).

Two-thousand hours of on the job training.

*\*If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

C. Additional Information:

**Registered Apprentices will be provided a minimum of 144 hours of RSI per year, up to a total of 576 hours of RSI over the course of their apprenticeship.**

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor.

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The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.

2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-316 (11).
3. Sponsor Procedures:
  - a. **Apprentices employed under these Standards are required to apply themselves with diligence to the various assigned tasks. They are to protect the property and interest of their employer and their coworkers. They are to conduct themselves at all times in a credible manner, realizing that time, money and effort are expended in affording them the opportunity to become a skilled craftsman.**
  - b. **Apprentices will not be given job assignments, which interfere with attendance at school and must be afforded an opportunity to be trained on all work available in the shop. Apprentices are required to observe good personal hygienic habits and maintain a reasonably neat personal appearance.**
  - c. **School Attendance:**
    - (1) **Apprentices are expected to attend all scheduled and assigned classes. A "class" is 4 hours or that number of hours in a full day or block classes.**
    - (2) **Any apprentice failing to be in class on time, or not remaining until dismissed by the instructor will be considered to have missed the class.**
    - (3) **Apprentices shall not work overtime or out of town if it interferes with their attendance at related instruction classes.**

**NOTE: Apprentices that are required to work their shift at night for their employer on their assigned class night may do so ONLY after a written letter by the Owner and/or Shop Superintendent has been received by the Apprenticeship Office and followed up with a phone call by the Training Coordinator.**

**Upon approval by the Training Coordinator, the apprentice will be counted as absent with the condition that the apprentice must attend assigned make-up classes to comply with the required 144 hours per year. If classes are not made up prior to his/her next scheduled raise, the apprentice will be counted**

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as absent. Absences then will be handled within the rules stated in Section X, Article B.3, Paragraphs b(1), b(2), and b(3) of these standards.

**(4) All class absences must be made up prior to the next scheduled step/percentage increase. If absences are not made up prior to the next scheduled step/percentage increase, the increase will not be in effect until the next working day after the missed classes have been made up.**

**d. Tuition**

**(1) All apprentices are responsible for their own tuition and parking fees.**

**(2) Tuition must be paid on or prior to the first class in each quarter. Students who do not pay their quarterly tuition on time will not be allowed in class and will be counted as absent until the tuition is paid in full. Absences then will be handled within the rules stated in Section X, Article B.3, Paragraph b(1), b(2), and b(3) of these standards.**

**e. Student Grades**

**(1) A grade average of 80% or higher must be maintained to receive a passing grade on any test unless otherwise stated.**

**f. Work hours and Restrictions**

**(1) The apprentice shall work the same hours as the journey-level worker and shall work under the supervision of a journey-level worker at all times, with the exception that during the last six (6) months of apprenticeship, the apprentice may work alone.**

**(2) At no time during his/her apprenticeship, including his/her last six months, shall an apprentice be put in charge of a jobsite, or take on the responsibilities of foreman/supervisor/lead person.**

**(3) Each apprentice shall maintain regular on the job attendance, unexcused absences, and/or tardiness will not be tolerated by this program. Apprentices shall not have the right to quit an employer without the prior approval of the training coordinator. Failure to comply with the above language in this section by the apprentice could be just cause for suspension, cancellation, or other disciplinary action by the JATC.**

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**g. Work Progress reports**

**(1) Work progress record sheets must be filled out by the apprentice, signed by the foreman or supervisor, and turned in by the last working day of the following month. Work progress sheets may be given to the instructor during the school term. One worksheet is due for each month the apprentice is in the program whether he/she worked any hours that month or not.**

**(2) Work progress sheets will be accepted by the coordinator only when they have been filled in correctly by the apprentice and SIGNED BY THE FOREMAN, SUPERVISOR, or JOURNEY-LEVEL WORKER.**

**B. Disciplinary Procedures**

1. The obligations of the sponsor when taking disciplinary action are as follows:
  - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
  - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
  - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
  - d. The decision/action of the sponsor will become effective immediately.
  
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
  - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
  
  - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship



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Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.

- c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
- a. **Appropriate sanctions will be imposed upon employers or apprentices who falsify or cause to be falsified any work records or reports required by the Committee.**

b. **School Attendance:**

**If classes are not made up prior to his/her next scheduled raise, the apprentice will be counted as absent. Absences then will be handled within the rules stated below:**

**(1) Each apprentice will be allowed only (1) one absence from class in any quarter. All absences will be made up as assigned by the coordinator.**

**(2) Any apprentice who is absent from their assigned class two (2) times in the same quarter will have their apprenticeship extended one month and stay at their present rate of pay one additional month.**

**(3) Any apprentice who is absent from class three (3) times in the same quarter can be suspended from class and job. The apprentice will then be required to appear before the Commercial JATC at the next scheduled JATC meeting. The apprentice's employer is encouraged to attend. Failure to appear will result in disciplinary action, suspension, or cancellation of their Apprenticeship Agreement.**

c. **Student Grades**

**(1) A grade average of 79.9% or less is not acceptable and the apprentice will be required to retake the test.**

**(2) An apprentice may request to retake a failed test in order to receive a passing grade. The minimum passing grade for a retake is 85%.**

**(3) If the apprentice does not pass the test a second time, he/she will remain at their present rate of pay until he/she can pass.**

**(4) Repeating the failed class may be necessary. If so, the apprentice will remain at his/her present rate of pay for a period necessary to pass the failed class.**

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**d. Work hours and Restrictions**

**(1) Each apprentice shall maintain regular on the job attendance, unexcused absences, and/or tardiness will not be tolerated by this program. Apprentices shall not have the right to quit an employer without the prior approval of the training coordinator. Failure to comply with the above language in this section by the apprentice could be just cause for suspension, cancellation, or other disciplinary action by the JATC.**

**e. Work Progress reports**

**(1) An apprentice will not *receive* a wage step/percentage increase until all work progress report sheets are up to date and turned in to the Apprenticeship Office.**

**(2) In addition, the term of apprenticeship may be extended one (1) month for each month the work progress report sheet is late.**

**(3) If an apprentice fails to turn in three (3) consecutive months of work progress report sheets, he/she can be *removed* from the job until all work progress report sheets have been turned in and are up to date.**

**f. Student Conduct:**

**a. If any apprentice fails to conduct themselves within the *above* guidelines or is a constant disruption in class, they will be required to appear before the JATC for possible discipline, suspension, or cancellation.**

**b. Any apprentice that enters any class or the Apprenticeship and Training Office under the influence of drugs or alcohol and/or is physically or verbally abusive to other apprentices, instructors, staff of the Community College, the Coordinator or Training Office Staff will be *removed* from class by the Coordinator or Instructor and counted as absent. Should this happen, he/she will be suspended from class and be required to appear before the JATC for possible discipline, suspension or cancellation**

**C. Apprentice Complaint Procedures:**

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint. 296-05-316(22)

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2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-009). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

**D. Apprentice Complaint Review/Appeals Procedures:**

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

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**XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE**

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant.

Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
  - a. Apprenticeship Agreements – within first 30 days of employment
  - b. Authorization of Signature forms - as necessary

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- c. Approved Training Agent Agreements– within 30 days of sponsor action
  - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
  - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
  - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
  - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, due by April 10
    - 2nd quarter: April through June, due by July 10
    - 3rd quarter: July through September, due by October 10
    - 4th quarter: October through December, due by January 10
  - h. On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:
- a. Program name
  - b. Sponsor’s introductory statement
  - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - d. Section VII: Apprentice Wages and Wage Progression
  - e. Section IX: Related/Supplemental Instruction
  - f. Section XI: Sponsor – Responsibilities and Governing Structure
  - g. Section XII: Subcommittees
  - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

### C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

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2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
  - a) Certificate of completion
  - b) Additional credit
  - c) Suspension (i.e. military service or other)
  - d) Reinstatement
  - e) Cancellation
  - f) Corrections
  - g) Step Upgrades
  - h) Probation Completion date
  - i) Other (i.e., name changes, address)
  - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will

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make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-313)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:

a. Quorum: **A quorum shall consist of one (1) member representing management and one (1) member representing labor. The unit vote system shall prevail.**

b. Program type administered by the committee: **GROUP JOINT**

**The Apprenticeship Committee shall be composed of four (4) employer members representing the Northwest Floor Covering Association, and four (4) members representing Carpet, Linoleum and Soft Tile Layers' Union No. 1238.**

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c. The employer representatives shall be:

**Susan Bittner, Chair  
205 S. Dawson  
Seattle, WA 98108**

**Nick Rossl  
20628 Broadway Ave  
Snohomish, WA 98296**

**Kevin Sutherland  
210 S. River St  
Seattle, WA 98108**

**Mike Quinton  
16507 140th Pl. NE  
Woodinville, WA 98072**

d. The employee representatives shall be:

**Philip Lindquist, Secretary  
6770 E. Marginal Way S. Bldg E  
Seattle, WA 98108**

**Scott Nelson  
13103 67th Ave.  
Arlington, WA 98223**

**Brady Smith  
5529 Lowell Road  
Everett, WA 98203**

**Patrick McNerthney  
1532 NE Brockman Pl.  
Seattle, WA 98125**

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

N/A

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

NONE



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**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Todd Pierce, Coordinator  
6770 East Marginal Way S  
Bldg E. Ste 102  
Seattle, WA 98108**

**Mark Beaufait, Training Director  
6770 East Marginal Way S  
Bldg E. Ste 102  
Seattle, WA 98108**

**Sarah Swarthout, Co-Director  
6770 East Marginal Way S  
Bldg E. Ste 102  
Seattle, WA 98108**